User guide
Locating pre-installed Avery Templates in Microsoft® Word

English Version
for
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AVERY®

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Locating Avery Templates in Microsoft Word

For and up to Word 2003

Within Microsoft Word, many Avery Templates are pre-installed in cooperation between Microsoft and Avery.

Please follow the instructions below to locate these pre-installed templates:

USING AVERY LABELS IN MS WORD

1. **Open** a new blank document (white page icon on the toolbar under 'File')
2. **Go to 'Tools'**, then select **'Envelopes and Labels'**.
   (Please note, for Microsoft Word XP, click on 'Tools' - 'Letters and Mailings' - 'Envelopes and Mailings')
3. Click on **'Options'**
4. **Change** the label products to **Avery A4 & A5 sizes** (if on Standard)
5. **Scroll down** and **select the desired label template** and **click OK** (this takes you back to the previous screen)
   a. If you want **a whole sheet of the same details** on the labels then **type in the white box**, then select **New Document**.
   b. If you want **to type in different addresses or details onto the labels**, leave it blank and **select New Document**.

Please note: you will then be able to format the text using all of words facilities. If you want to use an address book or database to put on the labels, then you need to use the Mail Merge facility in Word.

Design advice!
If you cannot see the template please follow the instructions below.

To view the Gridlines for the Labels please follow the instructions below.

1. Click on **'Table'**
2. Now select **'Show Grid Lines'**

Locating Avery Templates in Microsoft Word

For Word 2007

1. **Open** Word
2. From the toolbar click on the **Mailings-tab**
3. Click on **Create**, then the **Labels** sub-category
4. In the **Envelopes and Labels box**, click on **Options**.
5. In the **Options** dialog box click on the drop down box to the right of **Label Vendors** and select **Avery A4/A5**
6. From the **Product Number** list select the Avery template and click on **OK**
    a. If you want **the same address/ information on a sheet of labels** then **type in your address/information** in the white box and **click New Document**. To print click on the Office Button.
    b. If you want **to print different information** per sheet then **go to step 7.**
7. To print a sheet of different labels, from the **Envelopes and Labels box,** click on **New Document.** Enter your data, then save and print from the Office Button

Please note: you will then be able to format the text using all of words facilities. If you want to use an address book or database to put on the labels, then you need to use the Mail Merge facility in Word.

Design advice!
If you cannot see the template please follow the instructions below.

To view the Gridlines for the Labels please follow the instructions below.

The labels should now be on the screen if the screen does not show any boxes click on **Layout across the Toolbar** and then click **'View Gridlines'**.

Locating Avery Templates in Microsoft Word

For Word 2010

1. **Open** Word
2. From the toolbar click on the **Mailings-tab**
3. Click on **Create**, then the **Labels** sub-category
4. In the **Envelopes and Labels** box click on **Options**.
5. In the **Options** dialog box click on the drop down box to the right of **Label Vendors** and select **Avery A4/A5**
6. From the **Product Number** list select the Avery template and click on **OK**
    a. If you want **the same address/information on a sheet of labels** then type in your address/information in the white box and click **New document**. To print click on the Office Button.
    b. If you want **to print different information per sheet** then go to step **7**.
7. To print a sheet of different labels, from the **Envelopes and Labels box,** click on **New Document.** Enter your data, then save and print from the Office Button

Please note: you will then be able to format the text using all of words facilities. If you want to use an address book or database to put on the labels, then you need to use the Mail Merge facility in Word.

Design advice!

If you cannot see the template please follow the instructions below.

To view the Gridlines for the Labels please follow the instructions below.

The labels should now be on the screen if the screen does not show any boxes click on Layout across the Toolbar and then click ‘View Gridlines’.